TENNESSEE STATE UNIVERSITY

FAQ'S

HOW TO LOG IN:

1. Click on this link http://cbms.tnstate.edu/VirtualEms/
2. Scroll down to where it says "Employees"
3. Click on "How do I reserve an event using CBMS" these are instructions.

HOW TO SEE YOUR RESERVATION:

1. go to reservations,
2. click view my requests,
3. click on the reservation,
4. see what is in the reservation and make edits where necessary

HOW TO ADD ROOMS IF YOU ARE WITHIN THE 10 DAYS:

1. go to reservations,
2. click view my requests,
3. click on the reservation,
4. click on add new booking
5. add the new rooms

HOW TO CHANGE YOUR RESERVATION (ROOM, DATE, TIME, AND LOCATION) IF YOU ARE WITHIN THE 10 DAYS:

1. go to reservations,
2. click view my requests,
3. click on the reservation,
4. click on the + (green plus button) or the notepad to edit the reservation

HOW TO CANCEL A BOOKING:

1. go to reservations,
2. click view my requests,
3. click on the reservation,
4. click on cancel a booking (you can only do this if your reservation is in Pending) If you cannot cancel the booking please fill out the cancellation request form. (Please specify the reason why you need the reservation cancelled)

HOW TO PUT IN A LATE REQUEST, CANCELLATION, RESERVATION CHANGE, OR TECHNICAL SUPPORT:

1. Log into CBMS - http://cbms.tnstate.edu/VirtualEms/
2. Click on My Account, then click on log in – enter your tnstate username and password
3. Under Reservations, choose Departmental Request Form
4. Look to the right of the screen (you may have to scroll down) and click on the blue box that says cancellations

HOW TO SEARCH FOR ROOM AVAILABILITY:

1. Pull up the CBMS Homepage http://cbms.tnstate.edu/VirtualEms/
2. Click on the "Browse Button" (top left hand side of the screen)
3. Click the "Filter Button" (top right hand side of the screen)
4. In the box, choose the facility you would like to search
5. Scroll down until you see the name of the Room you would like to check availability on (POAG or Kean Gym) and "Click on the name of the room"
6. Don't choose anything in the other boxes and click "Apply"
6. When the box pops up, click on the "Availability" Tab in the middle of the page
7. Use the arrows on the left side of the screen to choose the appropriate week/day
8. Once you see the date youre looking for, all events in that are happening that day will be in blue which means the sapce is not available. If the page is blank, the space is available.

HOW TO BOOK A SHUTTLE:

1. Log into CBMS - http://cbms.tnstate.edu/VirtualEms/
2. Click on My Account, then click on log in – enter username and password
3. Under Reservations, choose External Event Request Form
4. Enter the date, start time and end time
5. Under Facilities: Please choose Outdoor Area
6. Enter your attendance
7. Under Setup Type: Please choose None Required then click on Find Space
8. A list of areas would pop up to your right, choose ROTC Airplane by clicking on the green plus button
9. Scroll down, click continue and proceed to enter the necessary details.

HOW TO ATTACH DOCUMENTS:

1. go to reservations,
2. click view my requests,
3. click on the reservation,
4. click on the attachment button,
5. attach your document

CBMS training will be given at the end of each month. If you would like to register, please see the link below.

http://www.tnstate.edu/events/cbmstraining.aspx